



Idaho Professional-Technical Education

10N Application for New Programs

General Directions:

There is no specific form for the request other than to prepare a response to each item provided in the following directions. A separate sheet will be completed for both the equipment list and the budget. A course outline is also required to be submitted along with the narrative. The remainder should be submitted in typewritten form with a response provided to each topic addressed and numbered as presented in this package.

A cover sheet has been provided which must be stapled to each request proposal. One copy of each request for a new program is to be submitted to the Director of Research at the State Division of Professional-Technical Education (see address shown on cover sheet). A complete package will include the following:

1. Cover Sheet
2. Program Narrative
3. Equipment and Tool List
4. Budget Sheet
5. Course Outline

Other components needed but not required at the time of request submission include:

1. Teacher Certification Forms
2. Reference Text Listing
3. Suggested Instructional Materials or Textbooks List

Do not wait until an instructor is hired to prepare a course outline or select an advisory committee. Use existing state guides to develop the course outline and utilize the advisory committee to develop equipment lists and to provide the necessary input to program operation. Several excellent competency-based curriculum guides are available. Program managers can assist you in obtaining a copy to use in developing your curriculum.

Preparing the Narrative:

Respond to each of the items described on the following page. State the heading and number each as they are presented here. Provide as much information as you feel is adequate. Do not submit survey forms or other documentation, but have it available for a program manager if needed.

TIME LINE To be completed and submitted by February 15

(over)

PROGRAM NARRATIVE CRITERIA

1. PROGRAM NEED

Describe community, industry, or other conditions which demonstrate that a particular program is needed. Include data demonstrating occupational demand for graduates. Also include the results of any community or student surveys demonstrating program interest.

2. PROGRAM DESCRIPTION

Describe the program purpose and major program goals. Submit a separate detailed course outline along with this form. List all classes that are planned period by period for the year. If the program involves cooperative education, youth apprenticeship or other work-based learning, please describe. Include information about how the curriculum will be coordinated with other academic and professional-technical curricula in the high school. Describe how academic skills will be integrated.

3. TEACHER FTE

Describe the basic program operation in terms of teacher FTE (see last page of packet for instructions in calculating FTE), contact hours, daily schedule, and program length.

4. ENROLLMENTS

Provide estimated enrollments for the initial year of operation.

Seniors _____	Sophomore _____	Others _____
Juniors _____	Freshman _____	

Estimated Program Capacity by period:

List how many students can be effectively taught in each period:

Per 1 _____	Per 3 _____	Per 5 _____	Per 7 _____
Per 2 _____	Per 4 _____	Per 6 _____	Per 8 _____

5. ADVISORY COMMITTEE

Provide a list of advisory committee members, describing their position, title, or area of responsibility in industry, ethnic background, and other required data. Use the advisory handbook for a complete description of requirements. An advisory committee is required for program approval.

6. SUPPORT SERVICES

Describe what support services, equipment, facilities, etc. are available in the district/school to provide counseling services and to provide assistance for disadvantaged, LEP and handicapped students.

7. FACILITIES

Describe the facilities for housing the program and plans for building or remodeling them. Be certain to describe the accessibility of the facilities for handicapped students.

8. STUDENT ORGANIZATION

Describe the student organization activities planned.

9. OPERATIONAL BUDGET

Provide a complete operational budget for the program. Include a budget narrative. List start-up costs and one-time equipment costs as separate items. Attach a separate list of tools and equipment that will be purchased. Also, include a list of existing tools and equipment and show as a part of the LEA contribution. The budget should reflect the total cost of operation for the program.

10. ARTICULATION

Describe the outcomes of the program including opportunities students will have to articulate into work-based learning or postsecondary training.

STATE OFFICE USE	
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved _____ Program Manager _____ Date _____ Proposed FTE : _____ Proposed Funding: _____	Comments _____ _____ _____ _____ _____
Pgm Code No. _____ CIP: _____ Program I.D. No. _____ School No. _____ Region: _____	Comments _____ _____ _____